

SECRET

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IN CLASS/ DECLASS/ CLASS CHANGED TO _____ JUST 22
NEXT REV DATE 1/1/52 OF REV 1/5/52 REVISED _____ REPE DOC. 02
NO. PGS 18 CREATION DATE _____ ORG COMP 10 OP 32 ORG CLASS 5
REV CLASS C REV COORD. _____ (Administration)

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : OCD Table of Organization

1. The proposed increase in the OCD T/O was cleared with the Deputy Director, insofar as total numbers are concerned, prior to 1952 budget submission. Increases were strongly supported by ORR and OSI who are primary users of OCD service.

2. [] positions for a special unit to serve OCI were transferred from OCI, with the approval of the Deputy Director, in May of this year. This has resulted in a net reduction of [] positions (current T/O now with DD/A is [] below our budget presentation for OCI (which was [])

3. In discussions this week between [] and the AD/CD, AD/RR, and AD/CI the need for augmenting OCD was emphasized. The projected task of the Library and the three Registers is rather staggering and OCI vitally needs the special Register service which was transferred.

4. [] has given me a list of 25 cleared people procured against positions included in the recommended increase who are awaiting T/O approval before being placed on our rolls. He states that he has urgent need for them.

5. The upgrading involved is in accord with Personnel classification job review and recommendations. Promotions involved are generally well earned and overdue. [] is now preparing a list of those which he considers most urgent for early action.

6. We may not have final 1952 budget approval for another couple of months. As of 30 June, OCD had [] people on the rolls and [] in process (including 28 already cleared) which is within 9 positions of current authorization []. In order that procurement and clearance actions may proceed, I concur with the recommendations of the Comptroller and the Advisor for Management that the revised T/O [] positions (including special unit transferred from OCI) be approved at this time and adjusted later if the situation warrants such adjustment. If desired, we can place a temporary ceiling of [] on procurement action.

Assistant Deputy Director
Administration

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